ELECTRONIC FILING INSTRUCTIONS AND SIGNATURE AUTHORIZATION

In order to get started filing your C-3 and C-4 reports electronically, you will need to do the following:

1. Complete and mail to the PDC an accurate & current registration form (C-1 or C-1PC), if you haven't already done so.

2. Complete, sign and mail to the PDC a signature authorization document with the two passwords you wish to use for filing. Faxes will not be accepted because we need to have an original signature on file.

3. Once the PDC has received your signature authorization password document AND registration form (C-1 or C-1PC), we will send you your Filer ID via e-mail.

4. Download ORCA software at www.pdc.wa.gov /filers/orca/Default.aspx. You can set up the committee and enter data in the ORCA software before receiving the Filer ID, but you can't transmit the reports electronically until you receive it.

Even though you can create the registration form (C-1 or C-1PC) forms in ORCA, they are not being accepted electronically. These forms must be submitted on paper. The only forms that can be submitted electronically with ORCA are C-3s and C-4s, including any attachments that go with those forms (Sch. A, Sch. B., Sch. L, Auction Reports, etc…).

NOTE: It is your responsibility to print out and file all necessary paper-filed campaign finance reports with your county auditor or county elections officer.

Your comments about the software, the user's guide, and the entire electronic filing process are very important to us. We welcome your feedback.

**SAMPLE LETTERS FOR SIGNATURE AUTHORIZATION FOR ELECTRONIC FILING OF CAMPAIGN DISCLOSURE REPORTS ARE FOUND ON THE FOLLOWNG PAGES. **

NOTE: **Do not print out the form and submit it "as is."** This is only a template for what your signature authorization document should look like. You will use this format to type your own signature authorization document on your official committee letterhead. If you do not have official letterhead, include a statement in your letter stating that no letterhead is currently in use.

You will create two passwords to be submitted with your signature authorization. Each password should be at least 3, but no more than 10, characters in length. You may use letters or numbers or a combination of both. You may use upper and/or lower case letters, but keep in mind passwords are case sensitive. The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports. **IT IS YOUR RESPONSIBILITY TO PROTECT YOUR PASSWORDS!**

SAMPLE LETTER FOR CANDIDATES

[DATE]

Washington State Public Disclosure Commission
P.O. Box 40908
Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing electronic reports for [ENTER THE CANDIDATE'S NAME, OFFICE SOUGHT, JURISDICTION].

I represent that I have the authority to sign PDC reports for the above-named committee, certifying that the information contained in the reports is true and correct to the best of my knowledge.

Sincerely,

_____   _____
Candidate's Signature   Treasurer's Signature

_____   _____
Print Candidate's Name   Print Treasurer's Name

_____   _____
Candidate's Email Address   Treasurer's Email Address

_____   _____
Candidate's Telephone Number   Treasurer's Telephone Number

_____   _____
******Password 1******   ******Password 2******
(Please write legibly with upper and lower case preferences clearly indicated)

SAMPLE LETTER FOR POLITICAL COMMITTEES (NOT CANDIDATES)

[DATE]

Washington State Public Disclosure Commission
P.O. Box 40908
Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing
electronic reports for [ENTER THE COMMITTEE NAME].

I represent that I have the authority to sign PDC reports for the above-named committee,
certifying that the information contained in the reports is true and correct to the best of
my knowledge.

Sincerely,

_____   _____
Treasurer's Signature   Deputy Treasurer's Signature

_____   _____
Print Treasurer's Name   Print Deputy Treasurer's Name

_____   _____
Treasurer's Email Address   Deputy Treasurer's Email Address

_____   _____
Treasurer's Telephone Number   Deputy Treasurer's Telephone Number

_____   _____
******Password 1******   ******Password 2******
(Please write legibly with upper and lower case preferences clearly indicated)